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22 October 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. ADMINISTRATIVE TRAINING

1. Field Finance and Logistics

25X1A9a [] gave a one-day refresher in Class B Accounting and
25X1A6a Foreign Travel to an employee who completed the FF&L Course on 6 August
1971. The employee will be leaving for [] in mid-November.

2. The Project Officer in the Contract Cycle

The first running of this course started on 18 October with 24 students attending. Although 25 were scheduled, one student was canceled at the last minute. The initial reaction has been one of enthusiasm on the part of all participants.

3. Katharine Gibbs Representative Visits Clerical Training

25X1A9a [] met with Miss Barbara Cronie of
the New York Katharine Gibbs School on 20 October. Miss Cronie is in Washington to promote the two-day seminar conducted by her school for secretaries. The course is entitled "The Secretary in Modern Management" and is scheduled to be given at the Mayflower Hotel 16 and 17 November.

25X1A9a [] enjoyed meeting with Miss Cronie and listening to her description of the seminar program. We are exploring the possibility of enrolling someone from the Support School.

B. MANAGEMENT TRAINING

1. Federal Management Conference

25X1A9a [] reports that the two-day Federal Management
25X1A9a Conference held at the Statler Hilton on Monday and Tuesday, 18-19 October 1971, which he attended together with [] of O/PPB, was most informative. The Conference consisted of two major addresses to the entire group (about sixty participants), two forums for the group, and four panel sessions during which the group was broken down into seven sections.

25X1A9a [] was assigned to the panel entitled "Decentralized Federal

Management-Delegation with Responsiveness." He listened with interest to the many discussions on Government-wide problems, practices, and ideas of value to the Agency's management training effort.

2. Managerial Grid

25X1A6a A Grid was conducted [] from 17-22 October. George
25X1A9a [] attended; [] was the only woman in a 25X1A9a
class of thirty.

3. PA Workshop

25X1A9a A meeting was held with [] of OCS on 15 October to discuss the possibility of scheduling a Performance Appraisal Workshop for OCS personnel. Based on the results of this meeting it is expected that OCS will soon submit to OTR a formal request for such a Workshop.

4. Microfilm Information Systems Seminar

25X1A5a1 A total of 35 employees attended the three-day Microfilm Information Systems Seminar, conducted in Room 1A-13, Headquarters Building, from 20-22 October 1971. The consultant, [] commented that this particular group was more active and responsive than the previous two seminars. This may be attributed to two factors:

a) The large display of hardware, which was not available for the first two runnings; and,

25X1A5a1

b) Our emphasis on the first morning of the Course that [] was TOP SECRET cleared and quite knowledgeable of the systems (walnut, etc.) in operation within the Agency.

C. GENERAL

25X1A9a [] a Training Assistant in Clerical Training was offered a job in the DDS&T as of 18 October. It was a good opportunity for her and her transfer was approved, even though a permanent replacement had not yet been identified. Other OTR clerical employees are being considered to fill this vacancy.

[]
Acting Chief, Support School

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